



**JFHQ, HUMAN RESOURCE OFFICE
MARYLAND NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288**

(410) 576-6108

You may email application/resume to HROJOB@mdbalt.ang.af.mil
MDNG Vacancies: <https://www.md.ngb.army.mil/HRO/hindex.htm>



VACANCY ANNOUNCEMENT NUMBER	#07-174
POSITION:	Legal Assistant, GS-0986-08, PD#: 70471 SALARY: GS-08: \$41,686 to \$54,194 (Steps 1-10) per annum and full range of benefits. Relocation expenses will not be paid.
DUTY LOCATION:	Joint Forces Headquarters (JFHQ) Staff Judge Advocate Fifth Regiment Armory 29th Division Street Baltimore, MD 21201
OPEN PERIOD:	OPENING DATE: 10 July 2007 CLOSING DATE: 8 August 2007 For detailed information on the application process please see last page of this announcement: APPLICATION INSTRUCTIONS AND GENERAL INFORMATION.
WHO MAY APPLY:	NATIONWIDE This is a Maryland Army National Guard Excepted Service (Dual-Status) Technician position open to current enlisted members of the Maryland Army National Guard (E-6 and below) and those eligible for enlistment.
DUTIES:	Performs extensive research in regulations, policies, procedures, case law, opinions, Internet sites, etc., to provide assistance to staff attorneys in the development of case files. Reviews body of laws or regulations to determine appropriate, current and pertinent legal precedence in assisting case development and documentation assignments in Federal, State and administrative law claims. Provides assistance and information to clients on legal rights, benefits, privileges or obligations; explains pertinent legal provisions, regulations and related administrative practices; and their application to specific cases or questions. Provides assistance to serviced units concerning the administrative preparation, coordination and implementation of documents regarding military justice. Performs a variety of administrative/clerical support functions to insure the effective operation of the office and legal assistance program. Performs other duties as assigned.
QUALIFICATIONS REQUIRED:	<u>General Experience:</u> Progressively responsible clerical, office or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. <u>Specialized Experience:</u> Must have (12) twelve months of experience at the GS-07 level in the position or a related position in which the applicant has demonstrated the following: Experience performing legal support which includes problem solving ability; planning and organizing work; gathering important data to accomplish tasks. Applicant must also be able to type 35 words per minute. <u>Physical Effort:</u> Work is performed in an office setting and is primarily sedentary, but may require periods of walking, standing, bending, driving an automobile, etc. Frequently carries case files or similar items but the work does not require any special effort. <u>Military Compatibility:</u> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in the following DMOS specialty: 27D *Please include current e-mail address on resume
BASIS FOR RATING:	<u>Substitution Of Education for Specialized Experience:</u> Substitution of undergraduate education for specialized experience is not applicable for this position. Graduate education may be credited if the graduate education is directly related to the work of this position. APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.

TECHNICIAN VACANCY ANNOUNCEMENT #07-000

KSA's (Knowledge, Skill, & Ability)	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <ul style="list-style-type: none">(a) Ability to apply legal procedures and conduct legal research;(b) Ability to communicate orally and in writing; and(c) Ability to use office automation programs to produce legal documents and correspondence.
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TECHNICIAN VACANCY ANNOUNCEMENT #07-000

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:

When this announcement closes, each application will be evaluated. The Human Resources Office (HRO) will compare your experience with a standardized set of qualification criteria (Specialized Experience) for the particular position being announced. If there is more than one grade listed on this announcement, you may be found qualified at one of those grades according to the experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and will be forwarded to the selecting supervisor, up to ten qualified applicants. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you that your application is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION/RESUME PROPERLY.**

At a **minimum**, your application (a resume or OF 612) must include the following information:

1. A typed or neatly printed detailed narrative of your employment history is required.
2. Announcement number and title of the position for which you are applying.
3. Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
4. A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates (mm/yyyy) to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames. Include your military rank, civilian/federal grade, Company/ unit of assignment, and Title/ MOS/AFSC. List your position title, Federal grade/ step, supervisor, phone numbers, dates you have held each job and a detailed duty description.
 - a. DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
 - b. List your National Guard (traditional/M-day duties) separately from your other job experiences. List your position, unit of assignment, and MOS or AFSC, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
5. If you have completed any technical, military, or college courses, include copies (unofficial/ official) of your school transcripts with the application. This may assist you in using the Substitution for Education.
6. **WRITE A SUMMARY OF EACH KSA** (including from and to dates (mm/yyyy) for each KSA) **TO EXPLAIN HOW YOU MEET THEM.**
7. List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses for possible credit towards qualifying.
8. Optional Form (OF- 306), Declaration of Federal Employment, may be attached to your application.
9. If mailing your application. STAPLE all documents together in one package. DO NOT use binders, folders or notebooks when you turn in your application. These items will not be returned to you. Applications/resumes that have been mailed in a U.S. Government envelope will not be accepted.
10. Please sign and date application if mailed, scanned or faxed.
 - a. The application must be received in the HRO not later than close of business (17:00 hours) on the closing date.
 - b. You may also fax your complete application to: (410) 576-6176, prior to the close of business at 17:00. The HRO is not responsible for incomplete faxes. Please contact HRO Main number (410) 576-6054 to ensure that your fax arrived and was complete.
 - c. You may also email your complete application to: HROJOB@mdbalt.ang.af.mil. You will receive a confirmation email. Submit your emails prior to 23:59 on the closing date. The HRO is not responsible for delays in the network processing your email.

SUBMIT YOUR APPLICATIONS TO: Human Resources Office
ATTN: HRO-Staffing Section
Maryland National Guard, Human Resource Office, JFHQ
29th Division Street Baltimore, Maryland 21201
410-576-6052 or DSN 496-6052

NOTES:

All employees must participate in Direct Deposit/Electronic Fund Transfer.

As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one-(1) year trial period. This trial period is used to monitor the employee's job performance, personal conduct, and determine if they possess the qualities necessary for continued government service. Some Selectees' may have to serve another trial period if transitioning to another occupation series or entering into a supervisory position.

The HRO is responsible for notifying you that you were selected for the position. If you are selected, you will receive a letter in the mail from the HRO informing you of your in-processing date and a POC if you have questions.

Selected Reserve Incentive Programs: Applicants who are current recipients of an enlistment, reenlistment or extension bonus that accept a full time technician position will be terminated from bonus eligibility, with a possible recoupment action IAW your bonus contract. Please be advised to contact your Education/Retention Office for specific details regarding bonus recoupment prior to accepting a full time position with the MDNG.

OSHA Physical (for specified occupational series): Selectee(s) will be required to satisfactorily complete an OSHA physical examination prior to being assigned to some positions. Upon notification of selection, contact information will be forwarded to the selectee(s) requiring an OSHA physical because of the occupation series involved. Selectee' will be notified of a Start date upon successful completion of the OSHA physical.

IF YOU ARE NOT SELECTED FOR THE POSITION, the HRO will inform you that you were not selected. The HRO, may if requested, advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application/ resume.

EXPLANATION: An Excepted position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. Excepted Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. Excepted Technicians are required to wear appropriate military uniform, and must become active members of the Maryland National Guard.

THE MARYLAND NATIONAL GUARD IS AN EEO EMPLOYER: All applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (Excepted positions only). All announcements must be posted on Official MDNG unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed. Extra copies of all announcements are available at HRO. Call (410) 576-6054, or DSN 496-6054.